



Job Title Hospitality Supervisor
Reporting To Hospitality Manager
Department Catering

Key Responsibilities

- To ensure a friendly and efficient service to all customers by all team members, and ensure that all reasonable service or menu related requests are accommodated
- To ensure the Food Hygiene Regulations, food allergen regulations and Safety Regulations and Licensing laws are adhered to at all times
- To assist and support the Hospitality Manager and wider catering team in the delivery of all Key Performance Indicators
- Give operational direction to the staff working in the catering area, ensuring that there is sufficient staff cover at all the times. This includes a briefing at the start of every event to include the event information, health & safety and staff welfare.
- To assist the Hospitality Manager in training of all casual staff for the catering department, including accurate completion of all necessary paperwork
- To ensure that all practices and procedures in relation to shift handover/closedown are completed to a high standard
- To ensure that all foods served are of the highest quality and specified presentation
- To carry out any other reasonable duties as required by the Hospitality Manager as and when necessary.
- To ensure all work surfaces and displays are clean, tidy and full at all times
- To ensure waste is kept to a minimum, recording any loss
- To ensure that appropriate planning is carried out in advance of an event to ensure there is sufficient kit and staff to operate – liaising with key team members making sure everyone is briefed on the event.

Key Relationships

Catering Team, Corporate and Public Event Teams, External contacts, Clients

Knowledge, Skills & Qualifications

- Good communication skills, professional manner
- Good customer service skills
- Previous supervisory experience
- Basic knowledge of Microsoft programs and computer skills.
- Ability to demonstrate great team work
- Knowledge of food and safety and COSHH (advantageous)
- Ability to lead a team in a positive manner
- Highly organised, strong attention to detail and able to work to deadlines.
- Flexible approach to working hours, including weekends and some evenings.
- Previous experience in a similar role is desirable.
- Full clean UK driving licence

Silverstone Circuits Ltd

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